PRESENT: Jon Pink (JP) (Chair), Bernard Angus (BA), Emma French (EF), Tim Hawkins (TH), Shirley Prosser (SAP), Sue Prout (SCP), Jessica Sutherland (JS), Louise Turner (LT), George Williams (GW), Kimberley Attard-Owen (KAO) (note taker).

1. Apologies for absence
   Caroline Montgomery (CM)

2. Minutes of the last meeting and Matters Arising
   2.1 The minutes were confirmed as an accurate record.

   2.2 Hand sanitizers: JP showed the group the hand sanitizer dispenser that has been purchased for HR. CM is to decide where she would like these placed. The group decided these should be fitted by estates to prevent any other health and safety issues. LT said that she would like one for the reception area. The re-fill of sanitisers will be kept in the Academic Registrar’s Office and can be collected in the same way as the washing up liquid is distributed. This has been working well. Action: If anyone would like a hand sanitiser please contact the Academic Registrar’s Office.

   2.3 DSE assessments: These were sent to all Registry staff. A discussion was had about how individual departments keep track of which staff have completed the training. Occupational health receives the details but the assessors and managers do not have this information. It was suggested that staff should be asked to notify the managers when the assessment is completed. SP asks staff to print out the final page of the assessment and pass it to her, for her records. New members of staff also have to confirm that they have undertaken the DSE assessment by ticking a box on the probation form. BA suggested that if managers/assessors required information about a particular member of staff they could contact Julie Martin directly. It was decided that it might be an idea to wait for HR’s system, staff connect, which will contain all of this information.

   2.4 Registry health and safety audit report: this was circulated. Action: KAO to find out who it was sent to and will upload it to the academic divisional website and circulate further if required.

   2.5 Equipment: LT has ordered a more robust paper towel holder.
2.6 **Crockery:** People have been asked to keep this at their desks to prevent a build up in the kitchen. This has stopped the mess.

2.7 **Registry reception:** LT noted that the reception area in the new part of the registry could do with some attention. The tiles are cracked quite badly in places and they are uneven by the lift.

**Action:** LT will monitor this and notify estates helpdesk should it need attention.

The entrance to the registry needs painting. It might be appropriate to carry this out over the summer period.

**Action:** KAO to contact estates helpdesk for a quote.

3. **Chair's Communications (JP)**

3.1 **Annual health and Safety forms:** These will be sent out at the end of July. These forms will be returned to the Academic Division Office who will submit them to Angela Hewlett-Day. BA explained that the form has been modified and made simpler, he has requested that these are returned as soon as possible to meet the deadline in September.

3.2 **Water boiler:** The leaking water boiler in the Kitchen, room 112 has been reported to Estates.

**Action:** KAO to check that this has been repaired.

4. **Communications from SHE Unit (BA)**

4.1 **Health & Safety audits:** SHE have now audited 7 departments across campus with favourable results. There are a number of actions from the science COSHH, and these are being dealt with.

4.2 **Training:** There has been a greater participation in training, particularly from the academic schools. The last annual report had a reluctance, but now that probation requires that staff must undertake basic training there has been a notable increase. SP noted that it can be difficult to book a new member of staff onto the training due to the increased uptake of places. BA confirmed that SHE are working on some interim measures including more online courses from “Awaken”.

4.3 **DSE “Awaken”:** As a pilot scheme, this training worked well. Issues that are found during the online session are directed to managers and dealt with. BA reported that many academics have taken part in the training which may not have done if it was not online.

4.4 **Green Impact:** It was a very successful year for Green Impact and there has been a report in the local press.

4.5 **iCASS:** BA advised an upgrade of iCASS is due, however, it will still only be possible to view iCASS using Internet Explorer. Warwick is trying to persuade the purchase of iSAFETY, hence upgrades for our current system are slow. iCASS as a system satisfies the needs of the University and there is no need to replace it.
The meeting noted that sometimes accidents are reported to a department when it does not concern them. BA confirmed that notifications can be delegated to different staff members if needed. LT and SP said they have not received email notifications for accidents before. LT currently emails all staff regarding accidents in order to submit the annual report.

**Action:** KAO to check the procedure of reporting an incident on the system

BA confirmed that if members require accident information they can contact Angela or Julie from the SHE Unit.

BA noted that it is a quiet time of year for the SHE Unit. The meeting noted that an increase in the training may have meant a decrease in accidents. BA is happy that there is greater awareness campus wide and particularly for departments that need to carry out risk assessments.

5. **Members items**

   None.

6. **Any Other Business**

   6.1 **Registry store room:** The meeting agreed that the store room is now in order.

   6.2 There was a discussion about investigations for accidents that happen outside the normal realm of responsibility. The Deans have been asked to nominate someone responsible for any accidents that occur within the faculties.